

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Library Services Manager	Job Family: 4
General Classification: Management	Job Grade: 29

Definition: To plan, organize, direct and coordinate the activities of one or more specialized divisions of the Library including developing resource policies and procedures and supervising assigned staff; to coordinate Library activities with other divisions and departments; and to provide highly complex staff assistance to the Library Director.

Distinguishing Characteristics: The Manager level recognizes positions that provide full-line and functional management responsibility for a division or program area within a department.

Receives general direction from the Library Services Director.

Exercises direct and indirect supervision over assigned clerical, technical, professional and supervisory personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Supervise a specialized division of the Library, such as Public Services or Customer Services and Support Services.
2. Assist in the development and implementation of departmental goals, objectives, policies and procedures.
3. Manage, direct and organize division activities including technical, management and staffing operations.
4. Direct, oversee and participate in the development of the division's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
5. Prepare the materials budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

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6. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; and recommend employee terminations.
7. Plan and coordinate programs of service to special groups of patrons including children, young adults and adults.
8. Perform professional library duties such as collection development, bibliographic instruction, cataloging and advisory services.
9. Do more difficult work in special areas such as rendering reference and advisory services to patrons.
10. Provide professional and administrative support to the Library Director; compile, analyze and prepare reports and related documentation; prepare relevant promotional materials.
11. Build and maintain positive working relationships with coworkers, other City employees and the public using principles of good customer service.
12. Represent the division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
13. Research and prepare technical and administrative reports; prepare written correspondence.
14. Act as the Library Services Director as necessary.
15. Provide leadership, goal setting, planning and project coordination for the Library's information systems.
16. Coordinate the implementation and operation of systems and services such as: computing hardware and operations; database systems; networks; micro-computer repair and services; mini-computer services and repair; training on installed systems; support services for personal computer applications.
17. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of library science; principles and practices of policy development and implementation; library automation systems and

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computer equipment; principles and practices of business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations; budgeting procedures and techniques; the local community and its library needs; principles and practices of supervision, training and personnel management.

Ability to: Organize, direct and implement a multi-faceted library division; prepare and administer a budget; supervise, train and evaluate personnel; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; gain cooperation through discussion and persuasion; interpret and apply City and department policies, procedures, rules and regulations; use a computer keyboard to access patron or bibliographic information in the library environment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of increasingly responsible experience in library management including two years of direct supervisory responsibility. Equivalent to a bachelor's degree from an accredited college or university with major course work in Library Science or a related field. Master's degree in Library Science from an ALA accredited institution is highly desirable.

Established January 1994

Revised

CLASS SPECS

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